

**PUBLIC HEALTH – SEATTLE & KING COUNTY DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
2124 – 4TH Avenue, 4TH Floor, Seattle, WA 98121**



PLAN GUIDE FOR FOOD SERVICE PLAN REVIEW

To make the food service plan review process as easy as possible, complete the following check list to assure that you have all of the necessary information. If you have any questions, please call the plans examiner.



Central and North Seattle:

Patricia Ryan, at (206) 296-4787 or (206) 296-4632, 2124 – 4th Ave,
4th floor, Seattle 98121

East Unincorporated King County, North & Eastside Suburban Cities:

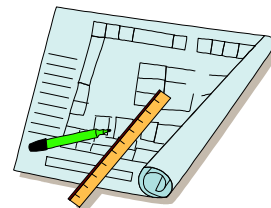
Mike Bratcher, at (206) 296-9741 or (206) 296-9791, 10808 NE 145th Street,
Bothell 98011

For Unincorporated South King County, South King County Suburban Cities:

Mike Milbach, at (206) 205-1903 or (206) 296-4708, 1404 Central Avenue S, Suite 101,
Kent 98032

BE SURE PLANS ARE OF PROFESSIONAL QUALITY (TO SCALE AND IN DETAIL).

INCLUDE THE PLAN REVIEW FEE
The Plan Review Fee is not Refundable



PROVIDE THE CORRECT NUMBER OF PLANS SETS
For Building Departments in Seattle and Unincorporated King County 4 sets are required.
Incorporated cities vary.

THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE SEATTLE KING COUNTY FOOD CODE. IF YOU DESIRE A COPY OF THE FOOD CODE CONTACT YOUR DISTRICT OFFICE.

CHECKLIST FOR FOOD SERVICE

Provide information on the following items and return checklist with plans.

1. Cover Page

- ☐ Name of food service establishment and address
- ☐ Contact person or agent and phone number and address
- ☐ Ownership information (owner/manager)
- ☐ Site plan showing building in relation to streets, sidewalks, and parking

2. Menu

- ☐ List all food to be served
- ☐ Document food preparation procedures and style of service
- ☐ Anticipated maximum meals per day

3. Equipment Floor Plan (Elevations of equipment sections may be required)

- ☐ Make and model of all refrigeration and freezer units
- ☐ Details of cooking line (fryers, stove, ovens, and grills)
- ☐ Hot holding equipment
- ☐ Work station details (cutting blocks, tables, etc.)
- ☐ Shelving for adequate storage space
- ☐ Self-service areas with sneeze guards (buffet line, salad bars, etc.)
- ☐ Only NSF approved (or equivalent) equipment is allowed

4. Seating

- ☐ Total number of seats
- ☐ Smoking and non-smoking designations

5. Finish Schedule

- ☐ Floors, walls, ceiling details
- ☐ All surfaces must be smooth, durable and easily cleanable

6. Sinks

- ☐ Handwashing sinks
- ☐ Prep sink
- ☐ 3 compartment sink and/or dishwashing machine and pre-rinse sink
- ☐ Mop sink
- ☐ Dipperwell (if bulk ice cream) (optional)

7. Restrooms

- ☐ Design, location, number of fixtures
- ☐ Public
- ☐ Employee

8. Grease Traps

- ☐ Pretreatment facilities
(Within areas serviced by the City of Seattle's Drainage and Wastewater Utility)
For more information call 684-7750

- *You must specify on plans "Health Department inspection required on completion of work prior to opening"*

GENERAL INFORMATION

Whenever you remodel or start a new food service operation, there is a 3-part “plan review” process you must go through. The first two steps must be completed before construction begins, and the third step must be completed before you can open.

1. Begin with the Land Use Office where your business is located (Seattle, King County, or incorporated cities in King County). Bring professional quality plans drawn to scale. Seattle, DCLU (Department of Construction and Land Use) and King County DDES (Department of Development and Environmental Services) require 4 sets of the plans. Incorporated cities may vary on the number of plans. To ensure the correct number to submit, please contact your local city building department. All cities will not route plans to us. Please be aware some jurisdictions may not accept or approve plans until plans have been stamped approved by the Public Health Department. You will need to make sure the Public Health Department receives two sets of plans.

The Public Health Department Plan Review Fee is \$277.00 for new construction or conversion to a food service establishment. For establishments being remodeled, the plan review fee is \$211.00

In a large facility with more than one food service operation (hotel, grocery, etc.), each operation requires a plan review and a plan review fee. The fee for the first operation is \$277.00 and \$139.00 for each additional operation.

If plans are disapproved and returned for alteration, an additional fee for the reexamination will be charged at the rate of \$131.00 per hour.

The plan review fee is not refundable.

2. Once plans are submitted, Land Use for Seattle and Unincorporated King County will send them on to the Public Health Department. In the City of Seattle, the Public Health Department will let you know by letter when the plans have arrived and advise you how much the Health Department plan review will cost. In Unincorporated King County, when the plans are submitted to DDES, the plan review fee will be charged for both the Building Department and the Health Department. In other jurisdictions, plans will have to be routed to and approved by the various building departments and the Health Department. When plans are submitted to the Health Department the plan review fee will need to be paid at the time of submittal.

When the “plan review fee” is received:

The Plans Examiner will review the plans for such items as type of menu, number of seats, smoking/non smoking sections, plumbing/sinks, food equipment, restrooms, and types of wall/floor coverings. Actual requirements are detailed in the Seattle King County Food Code.

A letter stating “plan approved” or a letter outlining corrections will be sent after the plans are reviewed. In the City of Seattle, changes to the plans will require going back through the Land Use office and paying another fee.

If construction has begun before the plan review is approved, the food service operations owner will be charged double the applicable fees.

3. Once the building permit has been issued, construction can begin, and the application for a food service operating permit can be made. There are 2 additional requirements to complete before the plan examiner makes the pre-operational inspection:
 - A. Purchase an operating permit.
 - B. Have building and plumbing permits signed off by local agencies.

Please be aware that planning will be needed to schedule a pre-operational inspection. Contact the Plans Examiner in the appropriate area at least **1 week** before you wish to open. There is a penalty for beginning to operate without approval. The penalty for opening without approval between April 1 and September 30 is double the annual permit fee. The penalty for opening without approval between October 1 and March 31 is double the prorated fee (half-year). The double fee applies to change of ownership as well as new establishments.

PLAN DETAILS

1. Sinks

- A. 3-compartment sink, with a space for soiled utensils ahead of the first compartment and a drain board for clean utensils after the 3rd compartment, or a commercial dishwasher is required. If a commercial dishwasher is provided, it must be equipped with a pre-rinse sink or equivalent as needed. The size of the compartments of the 3-compartment sink or the size of the dishwasher must be large enough to accommodate the largest utensils/equipment used in the establishment. Provide make and model of the dishwasher.
- B. Handsinks are required in all food preparation areas. Handsinks must remain accessible and conveniently located to facilitate all areas where food is handled and prepped. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets and handsoap and paper towels.
- C. Hot water to all handsinks cannot exceed 120 degrees Fahrenheit at the tap. You may need to install a tempering valve or a separate hot water heater to handsinks or boost water at other points, such as the dishwasher.
- D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
- E. Establishments serviced by the City of Seattle's Drainage and Waste Utility are required to install a grease-capturing device. If the device of choice is an "Interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H". Call 684-7750 for additional information.
- F. A service sink (mop sink) is required.
- G. A running water dipper well for bulk ice cream service (optional).
- H. Liquor service bars or taverns must have a 3-compartment sink and a separate handsink. An approved glass washing machine with a pre-rinse sink may be substituted for the 3-compartment sink. Be advised that the food service establishment owner of bars and taverns shall provide a sink compartment for disposing of liquid waste in addition to sinks necessary for cleaning and sanitizing.
- I. Indicate floor drains in all areas where floors are subject to wetting.

2. Restrooms

- A. Employee restrooms are required. Convenient, public restrooms, accessible without going outdoors, are required with on-premises consumption of food and beverages. Employees may use the same restrooms provided to the public. This excerpt from Appendix Table 29A of the 1997 Seattle King County Plumbing Code shows the number of fixtures:

Table 29-A-MINIMUM PLUMBING FIXTURES ^{1,2,3}

TYPE OF BUILDING OR OCCUPANCY	WATER CLOSETS ³ (fixtures per person)		LAVATORIES (fixtures per person)		BATHTUB OR SHOWER (fixtures per person)
	Male	Female	Male	Female	
For the occupancies listed below, use 30 square feet (2.29 m ²) per occupant for the minimum number of plumbing fixtures.					
Group A					
Conference rooms, dining rooms, drinking establishments, exhibit rooms, gymnasiums, lounges, stages and similar uses including restaurants classified as Group B Occupancies	1:1-25	1:1-25	<u>one per 2 water closets</u>		
	2:26-75	2:26-75			
	3:76-125	3:76-125			
	4:126-200	4:126-200			
	5:201-300	5:201-300			
	6:301-400	6:301-400			
	Over 400, add one fixture for each additional 200 males or 150 females				

¹The figures shown are based on one fixture being the minimum required for the number of persons indicated or any fraction thereof.

²Any category not mentioned specifically or about which there are any questions shall be classified by the building official and included in the category which it most nearly resembles, based on the expected use of the plumbing facilities.

³Where urinals are provided, one water closet less than the number specified may be provided for each urinal installed, except the number of water closet in such cases shall not be reduced to less than one half of the minimum specified. For men's facilities serving 26 or more persons, not less than one urinal shall be provided.

- B. Food service establishments with twelve (12) seats or less and employing four (4) or fewer people can provide a single toilet facility for the employees and patrons. The patrons access to the restroom can not be through any part of the food preparation, service, or storage areas.

3. Plumbing

- A. Every plumbing fixture and all sanitary drainage from a food service establishment (FSE) must be connected to a public sewer.
- B. Use of an on-site sewage (septic) system is not permitted (under Title 13 Rules and Regulations No. 3 – “King County Sewage Regulations”) due to the volume and strength of wastewater produced by the typical FSE, which requires treatment at a municipal sewage treatment plant. King County Sewage Review Board Approval may be required.
- C. For more information, contact the Eastgate District Public Health Office at (206) 296-4932.

4. Equipment

- A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
- B. Provide details of all cooking line equipment (deep fryer, stoves, grills, ovens, woks, steamers, etc.).

- C. Provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
 - D. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
 - E. Show storage areas and cabinetry.
 - F. Indicate self service areas with sneeze guards (buffet lines, salad bars, self service condiments, self service beverage, etc.).
5. Finishes
- A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth and easily cleanable.
 - B. Floor wall junctions must have a coved base.
 - C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
 - D. No exposed plumbing or wiring.
 - E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow for cleaning.
6. Ventilation
- A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.
7. Miscellaneous
- A. All light fixtures must be shielded.
 - B. Show employee locker areas or employee dressing rooms.

The following is a list of district offices and building/plumbing contacts:

Downtown District Office	2124 – 4 th Ave, 4 th Floor Seattle, WA 98121	206-296-4632
Northshore District Office	10808 NE 145 th St. Bothell, WA 98011	206-296-9791
Alder Square District Office	1404 Central Ave S – Ste 101 Suite 101, Kent, WA 98032	206-296-4666 206-296-4708
Plumbing – King County	14350 SE Eastgate Way Bellevue, WA 98007	206-296-4932
Plumbing – Seattle	700 - 5 th Avenue, Suite 2000. Seattle, 98104	206-684-5198
DDES	900 Oaksdale Ave. SW Renton, 98055	206-296-6600
DCLU	700 - 5 th Avenue, Suite 2000 Seattle, 98104	206-684-8850

Please see the attached drawing for a typical plan example.

You must apply for a Health Department Operating Permit before you open. The completed permit application and fee must be received before opening or double the amount of the applicable fee will be charged.